



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
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DAVID E. JANSSEN  
Chief Administrative Officer

November 1, 2006

To: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

From: David E. Janssen  
Chief Administrative Officer

**CHIEF ADMINISTRATIVE OFFICE MANAGEMENT PROMOTION EXCEEDING  
10 PERCENT INCREASE**

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, this office requests authorization to promote Mr. Michael Brooks, Chief Program Specialist, CAO to the vacant and budgeted position of Assistant Division Chief, CAO (Administrator, County of Los Angeles Office of Emergency Management), at an annual salary of \$120,000. The requested salary would put him in the 3<sup>rd</sup> Quartile of Range 13 and would provide him with 28.9 percent increase over his current salary of \$93,091.68 annually.

Mr. Brooks has been performing the duties of the Administrator since March 30, 2006 and he is highly qualified to assume this position on a permanent basis. He has over 24 years in law enforcement and he has managed and directed staff responsible for emergency management activities in his role as Chief of Police for the City of Banning and Commanding Officer for the City of Oceanside. The level and depth of responsibilities for this position has grown significantly with duties related to Homeland Security and the coordination and management of grants on behalf of the County and its 88 cities.

In determining the salary for Mr. Brooks, we reviewed the level of responsibility he would be assuming, his years of experience and the salaries of other managers with similar responsibilities.

In accordance with the policy on managerial salaries, unless we are informed otherwise from your offices by November 8, 2006, we will proceed with Mr. Brooks' promotion effective November 9, 2006.

DEJ:SRH  
SP:p